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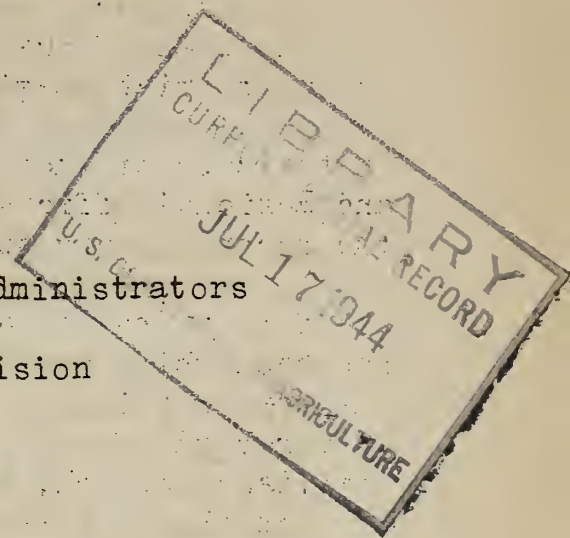
UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington, D. C.

March 23, 1943

PERSONNEL DIVISION MEMORANDUM NO. 11

Revision 1

To: Branch and Division Chiefs and Regional Administrators  
From: F. R. Carson, Acting Chief, Personnel Division  
Subject: Identification Cards



The Department issues three types of employee identification cards:

- A. Regular type of identification card identifying the employee by name and organization unit and bearing the facsimile signature of the Secretary and countersigned by a designated officer of the Administration;
- B. Photographic identification card identifying the employee by name, organization unit, personal description, type of work upon which engaged, photograph, and thumb print;
- C. Employee's pass authorizing admittance to the buildings of the Department in Washington, D. C. and issued for permanent or temporary use.

While no specific policy has been established by the Department for the issuance of the identification cards described above, it is the desire that these identification cards be issued only to employees who have occasion to make official contacts with other Federal, State or local agencies or the general public in connection with the conduct of their official duties, or who may be required to identify themselves for admission to public buildings or public offices in private buildings. Identification cards will not be issued for the personal convenience of employees for the purpose of conducting their private affairs. For this purpose if they desire, employees may use their official notification of appointment action.

In order to secure any form of identification card, Branches and Divisions in Washington should make requests upon the Personnel Division and field offices should make requests to their respective Regional Personnel Divisions. The photographic identification cards will be issued only when the circumstances of each case appear to justify the need.



A record will be kept of the issuance of all types of identification cards, and upon the separation of an employee, it will be the responsibility of the administrative officer of the Branch or Division or the head of the local field office to see that the identification card is turned in and forwarded to either the Washington Personnel Division or the appropriate Regional Personnel Division, as the case may be.

In the case of photographic identification cards, Branches and Divisions and Regional offices should report to the Washington Personnel Division the record of any such cards that may have already been issued.

The former Investigation Division, now a part of the Compliance Branch, has been using a special photographic identification card (Form AMA-183). The use of this special type of identification card and the maintenance of a record of their issuance may be continued temporarily by the Compliance Branch, but arrangements for the placement of the Department seal on the completed card should be handled through the Washington Personnel Division.

Any Branch or Division that may have adopted and now has in use any other form of identifying insignia such as cards, passes, badges, etc., other than those enumerated above should advise the Washington Personnel Division as soon as possible, supplying a sample for our information.

*F. R. Carson*